



University of Massachusetts Amherst

Office of the Controller
405 Goodell Building
140 Hicks Way
Amherst, MA 01003-9272

Memo

To: All Finance Users
From: Andrew P. Mangels, Controller; John O. Martin, Director of Procurement
Date: May 14, 2008
Re: FY2008 Closing - FY2009 Opening - Non-State Funds

Following are the FY08 closing, FY09 opening dates for finance users. The FY08 closing dates referenced are for information only. With the complexity of the final fund code changes, these are our *best estimates* for year end processing at this time.

If an FY08 purchase order is not fully paid prior to June 30, the balance will roll into FY09 and will become an FY09 encumbrance. Any funds changing for FY09 will be updated automatically on rolled purchase orders.

A separate message will be sent to those departments that use state funds for their purchases.

THE CLOSING DATES FOR FY08 NON-APPROPRIATED FUNDS TRANSACTIONS

Transaction Type

Date

IMPORTANT NOTE: We regret that we will be unable to open FY09 budgets for Future Year Requisitions prior to year end. However, you may process most requisitions for goods/services to be received in FY09 using your current FY08 budgets. If the requisition is in an approved status with a valid budget check by June 23, it will source to a purchase order. The FY08 purchase order will then roll into FY09 and will become an encumbrance against your FY09 budget.

If your **GOF or RTF** funds fail budget checking against such a requisition, contact Lynn McKenna in the campus Budget Office to discuss options.

If you experience a budget checking issue with a **revenue operation** fund, please contact Lynda Kamik or Wayne Borkowski in the campus Budget Office to discuss options.



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THE CLOSING DATES FOR FY08 NON-APPROPRIATED FUNDS TRANSACTIONS

Transaction Type	Date
<p>However, in order to process requisitions against gift (23440 and 23441), RTF% (21640) funds or grant funds, the requisition must pass budget checking.</p>	
<p>Requisitions:</p> <p>Purchase requisitions must be in a fully approved status with a valid budget check by</p> <p>We will continue to process purchase requisitions that require only departmental approval until June 27, provided the requisition has been fully approved by the department and has a valid budget check.</p> <p>In order for a requisition to source to a purchase order, it must be fully approved and have a valid budget check. On June 23, Procurement will begin to cancel requisitions that do not meet this criteria, and departments will be responsible for re-entering the requisition in FY09. A list of the canceled requisitions will be posted at the Procurement Department Website at http://www.umass.edu/procurement/ on July 1.</p> <p>Please keep in mind that any requisition that requires Procurement approval and support documentation or bids will not be approved by Procurement unless all processing requirements are met. Such requisitions will be among those canceled should it become necessary to do so.</p> <p>PLEASE NOTE: These processes and dates may change pending the results of our fiscal year end testing. Communications will be sent out with any updates.</p>	<p>June 20</p>
<p>Electronic Receipts for payments to be made in FY08 must be entered in the on-line system by</p> <p>Reminder: Electronic receipts are required only for those purchase order lines that bear a capital equipment category/account code.</p>	<p>June 6</p>
<p>Invoices and Disbursement Vouchers Against FY08 Encumbrances: Must be in to Accounts Payable by</p> <p><i>(AP will endeavor to process all FY08 invoices before year end if received by June 6 and there are no issues with the Purchase Order (i.e., PO No. must be valid, budget check must be valid, PO must have a valid vendor, and receipts must be entered when applicable) .</i></p> <p>Accounts Payable will continue to process invoices until the end of FY08.</p>	<p>June 6</p>



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THE CLOSING DATES FOR FY08 NON-APPROPRIATED FUNDS TRANSACTIONS	
Transaction Type	Date
<i>Travel Disbursement Vouchers must be received in the Controller's Office by</i>	June 6
Journal Entries:	
FY08 journal entries must be received in the Controller's Office by	June 27
Electronic recharge feeds for FY08 must be received in the Controller's Office or sent directly to the UITS server by	June 27
Cash Deposits: All deposits must be in the Bursars office by Noon on	June 30
Procard Reallocations: FY08 Procard Transactions must be reallocated by	July 3
Instructions for reallocations processed between July 1 and July 3 for funds that are changing as of July 1 will be sent out in a separate memo directly to Procard Reallocators	
OPENING DATES FOR FY09 PO/AP NON-APPROPRIATED FUNDS ENCUMBRANCES	
Purchase Orders for FY09 - Encumbrances:	
Requisitions may be entered in the system as of	July 1, 2008 upon email notification that PO rollover is complete
PO ROLLOVER	
<p>In order for outstanding encumbrances on Open FY08 POs to roll into FY09, the POs must be in a Dispatched status with a Valid Budget Check. There must be a budget row posted at the appropriate level in FY09 to accommodate the rolled purchase order encumbrance or the PO may fail budget checking in FY09. Procurement/Controller's staff will work with departments to insure that all <u>qualified</u> purchase orders roll into FY09.</p> <p>As with prior years, any purchase order that we have identified as a potential rollover issue will be closed out. Any invoices that are received against closed purchase orders will be dealt with on an individual basis by AP staff and the responsible department. Direct payments will be done whenever possible.</p>	

Thank you for your cooperation.